

## **SENIOR RECREATION AND EVENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Under general supervision, the incumbent in this position is responsible for assisting the Director of Parks and Recreation with the planning, organizing and coordinating of the recreation programs and events. Supervision and training will be exercised over lower-level employees assigned to the parks and recreation programs. The work also involves responsibility for promoting and publicizing these events. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, coordinates and promotes all parks and recreation programs and events;

Arranges for event security with Broome County Security to ensure a safe and orderly event;

Drafts press releases regarding parks and recreation activities, events and information;

Represents the Park's Department in speaking engagements and promotional activities when assigned;

Maintains social media sites and the Broome County Parks website to keep them up to date on parks and recreation information;

Oversees the development of informational and promotional materials such as posters, brochures, marketing, and community outreach information;

Provides information on recreational services to public and assists with organizational planning;

Researches and applies for grant funding to support park properties and activities;

Assists the Director of Parks and Recreation in recruiting, selecting, assigning, and training of recreational personnel;

Coordinates staff training for first aid, CPR, Automated External Defibrillator, EPI pens, etc.;

Has responsibility for training of seasonal staff on workplace policies and those policies directly related to their position;

Assists with various office tasks, prepares a variety of records and reports related to program activities.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation theory and practices;

Working knowledge of planning, acquiring and equipping recreation programs;

Ability to promote, plan and organize events and activities;  
Good knowledge of various social media platforms and their practices;  
Ability to communicate effectively both orally and in writing;  
Ability to establish and maintain effective working relationships;  
Ability to plan, direct and supervise the work of others;  
Ability to speak effectively in public to groups and to the media;  
Ability to research grant opportunities and write grant proposals and applications;  
Flexible schedule with ability and willingness to work weekends and holidays as assigned;  
Good knowledge first aid techniques.

**MINIMUM QUALIFICATIONS:**

- A) Graduation with a Master's degree or higher in Park and/or Recreation Management, or closely related field, and two years' of experience in planning and implementing a recreation/parks program with supervisory experience; OR
- B) Graduation with an Bachelor's degree in Park and/or Recreation Management, or closely related field, and three years' of experience in planning and implementing a recreation/parks program with supervisory experience; OR
- C) Graduation with and Associate's degree in Park and/or Recreation Management, or closely related field and four years' experience in planning and implementing a recreation/parks program with supervisory experience; OR
- D) An equivalent combination of training and experience as indicated in A), B), and C) above.